

Formatting messages sent to list serves so they display properly

You know how some of the messages you receive from Official Email or other list serves have little crosses or funny characters in them? Changing the format of messages you send to a list serve will resolve that problem.

Purpose of list serves

List servers were designed to be an efficient way to send one message and reach a large group of people. Some of our list serves have over 1000 subscribers. In order to be efficient, List serve software does not recognize RichText or HTML formatting by design. A typical HTML or RichText formatted message can be over 20k in size. In contrast a Text message containing the same information will be less than 2k. It is important to reduce formatting in messages sent to list serves, because the decreased file size allows the list server outgoing mail to work more efficiently. The following suggestions will help to accomplish this, and allow us to provide better service to all who use our list serves.

Sending a message directly from Outlook:

Go to Tools→Options→ Mail Format, and select Plain Text. Click Apply, and then Save. This format should be used for messages going to List serves, as well as for messages sent to Official Email.

Copying and pasting content from a Word document:

Normally, when you type quotation marks in Word 2003, they will be replaced with "smart" (sometimes called "fancy" or "curly") quotes that tend to look like they are surrounding the text. While these quotes may look great on paper, there are instances where they can be problematic.

For example, if you create a Microsoft Word 2003 document and copy and paste it to a text file, such as a web form, that text file or web page may look fine to you, but to others who may not have proprietary Microsoft fonts, those "smart" quotes will look like blocks or invalid characters.

One way to get rid of these quotes as you type is to press CONTROL-Z after you press a quote. This way, Microsoft Word 2003 will convert it to a "smart" quote, and pressing CONTROL-Z will change it back to a "straight" or "normal" quote.

Or, to permanently get rid of the Smart Quotes:

1. Choose the "Tools" menu and select "AutoCorrect Options".
2. When the "AutoCorrect" multi-tabbed dialog box appears, select the "AutoFormat" tab.
3. Uncheck "Straight quotes with smart quotes".
4. Select the "Autoformat as you type" dialog box.
5. Uncheck "Straight quotes with smart quotes".
6. Press "OK" to close the dialog box.